



Legislation Text

File #: 18-0473, **Version:** 1

Consider and take action on a resolution authorizing a three-year agreement with Assessments of the Southwest, Inc. for Public Improvement District Assessor Collector Services in an amount not to exceed \$172,800 (Director of Finance)

Approval of this resolution will authorize an agreement with the Assessments of the Southwest (ASW) to bill and collect assessments for all of the City's Public Improvement Districts (PID). The contract period is three years beginning October 1, 2018 with two options of renewing for one year.

Local Government Code 372.017 authorizes the City to levy assessments in periodic installments. Assessments of the Southwest has been the assessor collector mailing and collecting annual assessment statements for the City's PIDs since 2001. The rate included in the agreement is \$400 per month per section of each PID for a total of \$57,600 per year broken down as follows:

PID #1 - Phases 3, 4, 5	\$14,400
PID #2 - Phases 1,2,3,4	\$19,200
PID #3 - Phases 1,2,3,4	\$19,200
Park on Clear Creek PID	\$4,800

The services provided by ASW will include mailing annual assessment statements, receiving and posting payments to the assessment roll, preparing various reports for the City, and maintaining an interim collection accounts and providing for the transfer of all funds.

Staff recommends that the City maintain the relationship with the current assessor collector due to historical knowledge and recordkeeping of the PIDs being assessed. Due to the nature of the services being procured (personal), this purchase is exempt from competitive bidding as set forth in local government code 252.022(a)(3).

The costs of services will be funded by the PIDs.

ATTACHMENTS:

1. Data Sheet
2. Proposed Resolution
3. Exhibit A - Agreement with Assessments of the Southwest
4. Vendor Report Card

CONTRACT ORIGINATION: The contract has been reviewed and approved by the City Attorney's Office.

FUNDING

{x} Funds are available from Account #2703100-54720; 27153100-54720 ;27203100-54720 ;27253100-54720

STRATEGIC PLANNING

{ x } NOT APPLICABLE